



Delaware Economic Development Office

Non-Merit Position

(This position is exempt from the State of Delaware Merit System)

Posting #38-1008-9326

Publications and Website Coordinator

Opening Date: October 29, 2008

Closing Date: November 26, 2008

Vacancy Exists

Salary: \$36,653-\$45,816 (Minimum - Midpoint) Pay Grade 13

Recruiting For: Delaware Economic Development Office, Marketing and Communications

Location: Kent County, Delaware Economic Development Office, Dover, DE

Summary Statement: This position is responsible for marketing and promoting services by ensuring a consistent voice and style for the Delaware Economic Development Office. The incumbent is responsible for ensuring that DEDO's publications, web site and exhibits are distinctive, attractive and informative to the business community/public. Incumbent maintains open communication with Cluster Leaders and Centers of Excellence to enforce the message track for each cluster and center to the public. Incumbent serves as contact person and coordinator for assigned publications and reports to the Marketing Director. Work involves gathering, organizing and formatting information to be communicated via print and electronic format. This position will have a priority focus on the needs of the tourism industry.

Minimum Qualifications: Applicants must have education, training and/or experience demonstrating competence in each of the following areas. Failure in any one area will result in a rating of "not qualified."

- Bachelors degree in Computer Science, Graphic Design or related field
- Strong proofreading and editing knowledge
- Strong writing skills
- Advanced experience in website design and functionality
- Understanding of the needs of each cluster and center of excellence as it pertains to publications and website

- Advanced computer literacy, i.e., mastery of MS Office; familiarity with ACT! helpful, but not mandatory. Must be able to use PageMaker, Illustrator, Photoshop, and GoLive
- Understanding of communications and public relations principals and practices
- Applying methods and techniques of print and electronic communication
- Methods and techniques of designing and constructing exhibits
- Developing marketing plans and strategies

Examination: Applicants are evaluated based upon a rating of training and experience.

Principal Accountabilities:

- Provides accurate and appropriate communication of agency goals and objectives
- Plan, schedule and coordinate the production of publications and other printed materials
- Create and maintain unified but distinguishable DEDO internet site with partner and stakeholder focus
- Oversees all aspects of production, copy editing, fact checking and quality assurance.
- Verify that format of copy conforms to printing specification
- Locates, recommends, evaluates and monitors vendor services used in the production of publications, web sites and exhibits.
- Assist in the selection of printers and binders
- Coordinate submissions for DEDO publications and website
- Provides text and technical services to developing and maintaining Web pages and/or other forms of electronic communication
- Organizes copy flow, coordinates multiple production schedules and printing deadlines

Conditions of Employment:

- Direct deposit of paychecks is required as a condition of employment.

Benefits: To learn more about the comprehensive benefit package please visit the web-site at <http://ben.omb.delaware.gov/programs/index.shtml>

Submitting your Application:

- A cover letter and resume should be emailed to dedo.resumes@state.de.us or submitted directly to: Delaware Economic Development Office (DEDO), Attn: Human Resources, 99 Kings Highway, Dover, DE 19901, Telephone (302) 739- 4271, Fax (302) 739-5749

Accommodations:

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

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